

DEPARTMENT OF THE ARMY  
79th Ordnance Battalion (EOD)  
52nd Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5056

AFOD-B

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction, EOD Interview Process LOI 9-15

1. PURPOSE: This LOI outlines the procedures for the screening and acceptance of soldiers volunteering for Explosive Ordnance Disposal Training.

2. SCOPE: Procedures contained in this supplement are directive in nature and are applicable to all personnel, assigned or attached for duty with the 79th Ordnance Battalion (EOD) or it's subordinate units.

3. REFERENCES:

AR 40-501, Medical Services, 13 MAR 99  
AR 50-5, Nuclear Surety, 7 AUG 89  
AR 600-200, Update 16, 10 OCT 90  
AR 611-105, Selection Processing, and Training of Officer Volunteers for Explosive Ordnance Disposal Duty, 3 SEP 85  
AR 611-201, Enlisted Career Management Fields and Military Occupational Skills, 31 OCT 97  
AR614-200, Enlisted Assignments and Utilization Management, 31 OCT 97  
DA PAM 351-4, U.S. Army Formal School Catalog, 31 OCT 95  
DA PAM 600-8, Management and Administrative Procedures, 1 AUG 86  
FM 9-15, Appendix D, Explosive Ordnance Disposal Service and Unit Operations, 8 MAY 96

4. PROCEDURES:

a. Initial Briefing:

- 1) Upon receiving a request from a soldier for acceptance into the EOD Training Program an initial briefing will be conducted either telephonically or in person.

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- 2) The initial briefing will include an overview of the EOD mission, both peace and war time, the EOD training program and the attachment process. Upon completion a date is set for the Commander's interview and suit test.

b. Commander's Interview:

- 1) All soldiers will bring their personnel and medical files for review by the interviewing officer. Any disqualifying factors will be annotated on the EOD Interview Checklist, Appendix D, FM 9-15 8 May 1996, which will be initialed and signed by both the interviewer and interviewee upon completion.
- 2) All soldiers will undergo a chemical suit test consisting of but not limited to the following:
  - a) The test will be conducted using the Army Battle Dress Overgarment (BDO), and Tap Apron
  - b) A minimum of 30 minutes in length
  - c) A Strength Test
  - d) A Dexterity Test
- 3) Results will be recorded on the EOD Interview Checklist. *\*The soldier will be considered a failure if he or she has to be taken out of the suit in less than 30 minutes.*
- 4) ALL soldiers will be interviewed to determine their suitability for EOD assignment.
- 5) Upon successful completion of the interview process volunteers will be given an Initial Acceptance Letter, a volunteer statement and a DA Form 4187 Requesting EOD Training, for completion and submission through their PAC. A copy of all completed paperwork will be maintained by the EOD Unit to forward to reclassification branch, PERSCOM.

c. Attachment:

- 1) Upon final acceptance for EOD training and receipt of a class date, the soldier will request attachment to the EOD Unit for OJT 90 days prior to the school date (IAW AR 614-200).

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- 2) After attachment to the unit, all soldiers will be given an initial counseling including but not limited to:
  - a) Training
  - b) Unit Standards
  - c) Maintaining EOD Acceptance Standards
- 3) All attached soldiers will be given one APFT prior to departing for EOD Training. The test will be given with enough time to accommodate a retest.

d. Training Program:

- 1) Soldiers will attend all scheduled unit training.
- 2) Soldier will be given study materials.
- 3) Mission permitting the following training will be completed:
  - a) Safety Precautions
  - b) Ordnance Identification
  - c) General Demolition
  - d) EOD Publication Use
  - e) Recon Procedures
  - f) EOD Tools and Methods

3) The Unit Commander and First Sergeant should closely monitor training to ensure both quality and frequency. Remember the soldiers attached today are those assigned tomorrow.

4. Efficient and Effective.

PATRICK J. KELLY  
LTC, OD  
Commanding